



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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Water Conservation Commission
Marina Coast Water District
11 Reservation Road, Marina, California

Date: January 3, 2013
Time: 5:30 PM
Location: 11 Reservation Road, Marina

Commission Members

Unoccupied (Marina City Council) – Chair
Dan Amadeo (Public Member) – Vice Chair
Jan Shriner (MCWD Board Representative)

Ruth Krotzer (Public Member)
Harold Krotzer (Public Member)
Carroll Meuse (Public Member)
Tom Jennings (Public Member)

Agenda

This meeting has been noticed according to the Brown Act rules. The Committee will receive information on, discuss and consider making recommendations to the MCWD Board on the items contained in this agenda.

1. Call to Order/Introduction
2. Public Comments on any item not on the Agenda *Anyone wishing to address the Committee on matters not appearing on the Agenda may do so at this time. Please limit your comment to three minutes. The public may comment on any other item(s) listed on the Agenda at the time the item(s) is considered by the Committee.*
3. Approve the Draft Minutes for December 6, 2012
4. Election of Chairperson and Vice Chairperson for the Water Conservation Commission
5. Consider Participation in World Water Day 2013
6. Consider the WCC Recommended Clarification Regarding Commissioner “Vacancies” By Re-Setting the Commissioner Positions’ Terms and Appointment Schedule
7. Review Landscape Incentive Program Expenditures and Available Funds for Program Expansion

8. Review Proposed and Suggested Agenda Items for the February 7, 2013 WCC Meeting
9. Receive Update on Board/District Activities
10. Receive Comments from Commission Members
11. Adjournment - *Set or Announce Next Meeting(s), date(s), time(s), and location(s):*

Next Meeting: Thursday, February 7, 2013, 5:30 p.m., 11 Reservation Road, Marina

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 4

Meeting Date: January 3, 2013

Submitted By: Paul Lord

Presented By: Brian True

Agenda Title: Election of Chairperson and Vice Chairperson for the Water Conservation Commission

Detailed Description: The Procedures for the Water Conservation Commission state that a Chairperson and Vice Chairperson will be elected annually.

Board Goals/Objectives: *Strategic Plan, Goal No. 1 – To manage and sustain the District's ground water and desalinated water, recycled water and wastewater services, conservation activities, infrastructure and human resources at or above industry standards.*

Prior Committee or Board Action: On November 13, 2012, the Marina Coast Water District Board of Directors approved the current version of the Water Conservation Commission procedures.

Financial Impact: ___ Yes ___ X ___ No

Funding Source/Recap: None

Material Included for Information/Consideration: None

Recommendation: Water Conservation Commission elect a Chairperson and a Vice Chairperson for 2013.

Action Required: ___ Resolution ___ X ___ Motion ___ Review

Commission Action

___ Resolution No ___ Motion By ___ Seconded By ___

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 5

Meeting Date: January 3, 2013

Submitted By: Paul Lord

Presented By: Brian True

Agenda Title: Consider Participation in World Water Day 2013

Detailed Description: World Water Day (WWD) is held annually on March 22nd to generate attention to the importance of water and to advocate for the sustainable management of freshwater resources. Stakeholders are encouraged to devote this day to activities that increase the public's knowledge of these issues.

The Commissioners are asked to discuss this topic and consider participating in World Water Day 2013.

Examples of activities that could be considered participatory include:

- Printing and distributing promotional material (brochures, flyers, posters, bill inserts)
- Posting a website banner
- Writing articles about water conservation for distribution
- Setting up a public information booth
- Participating/cooperating in events held by others

More information about World Water Day can be obtained from the event web site: www.unwater.org/watercooperation2013/index.html.

Prior Committee or Board Action: On December 6, 2012 the Water Conservation Commission recommended that participation in World Water Day 2013 be considered at the January 3, 2013 meeting.

Financial Impact: Yes No

Funding Source/Recap: Funding for printed material or advertisement is available in the 2012-2013 Water Conservation budget.

Material Included for Information/Consideration: None

Staff Recommendation: The Water Conservation Commission considers participation in World Water Day 2013.

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 6

Meeting Date: January 3, 2013

Submitted By: Brian True

Presented By: Brian True

Agenda Title: Consider the WCC Recommended Clarification Regarding Commissioner “Vacancies” By Re-Setting the Commissioner Positions’ Terms and Appointment Schedule

Detailed Description: During the December 6, 2012 Water Conservation Commission meeting, the Commissioners voted to recommend to the MCWD Board a clarification of when, precisely, a Commissioner “vacancy” exists and a modification to the WCC Procedures document consistent with that clarification. This item is a draft version of what staff is proposing to take to the MCWD Board in accord with the WCC recommendation. The recommended clarification is to re-set the Commissioner positions’ terms and to establish a fixed schedule for Commissioner position appointments.

The MCWD Board will be asked to select from three alternatives to clarify position “vacancies.” These Alternatives are attached. The WCC recommendation and the staff recommendation for the Board to select Alternative 3 will be plainly included in the Board Agenda Transmittal. Included in all three Alternatives is a procedural clarification, setting a deadline for submission of WCC applications three weeks before the WCC considers them. The Board may adopt any one of these Alternatives, modify any Alternative and adopt it, or create an entirely new Alternative to provide clarity on Commissioner “vacancies”.

Attached are two Tables associated with the recommended Alternative 3. Under a fixed schedule system, three position’s terms would expire in even years, and two position’s terms would expire in odd years. Off-cycle appointments would be made for the remaining term of the position, just as vacancies on the Board of Directors are filled. The first of the two Tables shows current Commissioners and the impact of re-setting the terms. The second Table is what would be added to the WCC Procedures document should the Board so decide and shows the fixed appointment schedule and pattern of the schedule.

Also attached is a copy of the current WCC Procedures document.

Prior Committee or Board Action: On November 15, 2012 the Water Conservation Commission recommended that Mrs. Ruth Krotzer be considered for re-appointment to the Water Conservation Commission. On December 6, 2012, the Water Conservation Commission recommended that the clarification to Commissioner position “vacancies be to re-set the Commissioner terms and establish a fixed schedule for Commissioner position appointments.

Financial Impact: ___ Yes ___ X No

Funding Source/Recap: N/A

Material Included for Information/Consideration: The current status of the MCWD Water Conservation Commission Procedures document; proposed alternatives for amending the Procedures regarding “vacancies”; and, tables associated with Alternative 3.

Staff Recommendation: The Water Conservation Commission consider the attachments and provide input on preferences, refinements and improved clarity of their recommendation.

Procedures for Marina Coast Water District's
Water Conservation Commission

Adopted By the Commission October 2005
Last Revised by the Board of Directors November 13, 2012

Mission Statement

To provide input to the Board of Directors on matters pertaining to the preservation of the District's water resource through conservation, technological improvements and policy.

PURPOSE: The purpose of this document is to specify the procedures for the selection to, operation of and removal from the Water Conservation Commission within the guidance provided by the Marina Coast Water District Board of Directors Procedures Manual.

1. SELECTION TO THE COMMISSION:

A. When a vacancy exists for the Water Conservation Commission, the vacancy will be advertised to the public by a posting at the same locations the District posts notices and MCWD Board of Directors Meeting Agendas and by providing a Public Service Announcement to the Marina Gazette, the Monterey Herald, and the Monterey County Weekly for potential publication at no-cost.

B. Any person residing within the District's service area (either annexed or served by contract) is eligible to volunteer for service on the Water Conservation Commission.

C. Any person who desires to apply will acquire and complete an application form. Staff will verify that the applicant is eligible for the vacancy to be filled.

D. An appointment application is received and verified by staff and placed on the Water Conservation Commission agenda. Applicants are informed as to when their application will be considered and that they have the opportunity to address the Commission at that time. The application is then presented to the Board with the recommendation of the Commission. Applicants are informed as to when their application will be considered and that they have the opportunity to address the Board at that time.

E. In the event that there is a commissioner vacancy and multiple applicants volunteer to fill the vacancy (or vacancies), the favored applicant(s) will be the person(s) that achieves Water Conservation Commission representation to the broadest constituency.

F. If appointed the applicant will be informed by staff of their appointment and the date and time of the next scheduled meeting. If not appointed the applicant will be thanked by staff for their interest in writing.

2. OPERATION OF THE WATER CONSERVATION COMMISSION:

A. Meeting Dates and Times: The Water Conservation Commission meets the 1st Thursday of each month at 5:30 PM in the Marina Coast Water District Board Room unless otherwise specified.

B. Water Conservation Commission Composition: The Board will select a Director and an alternate Director to serve on the Water Conservation Commission. There shall be a voting position on the Commission for a member of the City Council of the City of Marina. The Board will appoint 5 public members for terms of two years.

C. Brown Act: Meetings of the Water Conservation Commission are covered by and will be conducted in compliance with the Brown Act.

D. Conduct of Meetings:

1. Agendas: Staff will produce an agenda for each meeting and distribute the agenda to each member of the Commission either by mail, hand delivery or e-mail sufficiently early to ensure that members have appropriate time to review and prepare comments on said agenda.

2. Commission Leadership: The Commission will select a Chairperson and Vice Chairperson from among themselves. These offices will conduct the meetings to ensure orderly completion of the agenda.

3. Commissioner Meeting Responsibilities:

a. Attendance: Any person serving on the Water Conservation Commission must be prepared for and attend all committee meetings, unless excused for good reason. A good reason for failing to attend a Commission meeting is a personal illness or being absent from the State with the permission required by law (in accordance with Government Code Section 1770).

b. If a commissioner cannot attend any meeting he or she should give staff as much prior notification as possible to facilitate ensuring that a quorum is available.

3. COMMISSION RESPONSIBILITIES:

The members of the Water Conservation Commission shall have the duties and responsibilities to:

A. review water conservation ordinances and policies and recommend changes to the Board in matters related to conservation and water usage by the customers of the District;

B. Review and make recommendations to the Board concerning refinements/adjustments to the water conservation program, specifically conservation Best Management Practice implementation, outreach and educational programs, the conservation budget, and overall District conservation resources;

C. Review and make recommendations to the Board on customer appeals to the District's Water Shortage Contingency Plan, Conservation Ordinance, and conservation provisions of the District Code;

D. Review and make recommendations to the Board on equipment and technologies that promote water conservation;

E. review periodic newsletters, Consumer Confidence Reports, and other conservation outreach activities and make recommendations to the Board for actions to inform the public about the District's conservation activities.

4. REMOVAL FROM THE COMMISSION:

A. If a commissioner fails to attend meetings of the Commission for three consecutive months his or her position as a commissioner member shall be deemed vacant, unless excused for good reason. A good reason for failing to attend a Commission meeting is a personal illness or being absent from the State with the permission required by law (in accordance with Government Code Section 1770). Such vacancy shall be reported to the Board and then advertised.

B. Commission vacancies shall be filled for the unexpired portion of the term in the same manner as provided in the case of original appointment.

Alternatives for Amending the Water Conservation Commission Procedures

Alternative 1. *[insert paragraph in Procedures as topic 1.A. and re-letter the existing topics]*

“A vacancy on the Water Conservation Commission comes into existence when a sitting Commissioner resigns or when a sitting Commissioner is removed from the Commission (per Section 4 of the WCC Procedures). A vacancy also comes into existence automatically upon the expiration of a sitting Commissioner’s term of service. Applications for the Water Conservation Commission will be accepted on an ongoing basis.”

[insert sentence at end of the current Procedures topic 1.C.]

“Applications for the Water Conservation Commission will be accepted on an ongoing basis. To be considered for filling a vacancy, applications must be submitted by 5:00 PM, 21-days prior to the Water Conservation Commission meeting at which a recommendation to the Board for appointment to fill a vacant position is considered.”

Alternative 2. *[insert paragraph in Procedures as topic 1.A. and re-letter the existing topics]*

“A vacancy on the Water Conservation Commission comes into existence when a sitting Commissioner resigns or when a sitting Commissioner is removed from the Commission (per Section 4 of the WCC Procedures). A sitting Commissioner’s position at the end of their term, upon completion of an Application and recommendation to the MCWD Board of Directors by the WCC for re-appointment and continued service, shall not be deemed a vacancy unless the MCWD Board of Directors chooses to not re-appoint the sitting Commissioner.”

[insert sentence at end of the current Procedures topic 1.C.]

“Applications for the Water Conservation Commission will be accepted on an ongoing basis. To be considered for filling a vacancy, applications must be submitted by 5:00 PM, 21-days prior to the Water Conservation Commission meeting at which a recommendation to the Board for appointment to fill a vacant position is considered.”

Alternative 3. *[insert paragraph in Procedures as topic 1.A. and re-letter the existing topics]*

“By Resolution 2013-XX adopted on January 8, 2013, Table 1 is attached to the Procedures of the Water Conservation Commission. Table 1 defines the Schedule of WCC Position Appointments and the pattern for making appointments. A vacancy on the Water Conservation Commission comes into existence at the end of the term of a Position based on the Table 1 Schedule, when a sitting Commissioner resigns, or when a sitting Commissioner is removed from the Commission (per Section 4 of the WCC Procedures).

[insert sentence at end of the current Procedures topic 1.C.]

“Applications for the Water Conservation Commission will be accepted on an ongoing basis. To be considered for filling a vacancy, applications must be submitted by 5:00 PM, 21-days prior to the Water Conservation Commission meeting at which a recommendation to the Board for appointment to fill a vacant position is considered.”

Marina Coast Water District
Water Conservation Commission
Staff Report

Agenda Item: 7

Meeting Date: January 3, 2013

Prepared By: Paul Lord

Presented By: Paul Lord

Subject: Review Landscape Incentive Program Expenditures and Available Funds for Program Expansion

Summary: A discussion of this topic was requested by the Commission on December 6, 2012.

Currently, \$12,000 is allocated to landscape incentive payments in the FY 2012-2013 budget. There is \$10,941.50 still available in the FY 2012-2013 budget for new projects. There is \$6,608.03 in funding committed to approved yet incomplete projects. Many of the approved projects have not made progress towards completion, and payment for the completion of these projects is not expected to occur. This idle funding could be made available for new incentives if the scope of the program is expanded, and approval is received from the Board of Directors.

Attached are tables summarizing the landscape incentive funding since program inception and for the 2012-2013 fiscal year.

Landscape Incentive Program Statistics, 2007-2012

	Square Footage Lawn Replacement	Sprinkler Conversion	Small Rain Switches	Large Rain Switches	Small Controllers	Large Controllers	Total Irr. Stations	Estimated Water Saved in Units	Est Payment	Final Payment Made
Single-family	28,621	28,944	72	0	6	0	226	2,803	\$33,807.49	\$18,453.71
Multi-family	4,575	5,057	5	0	5	0	106	765	\$4,968.00	\$4,363.00
Commercial	1,171	1,321	1	0	1	0	7	128	\$1,422.50	\$843.00
Institutional	850	850	0	0	0	0	0	56	\$425.00	\$425.00
Lrg. Landscape	0	3,792	0	3	0	6	81	10,460	\$2,938.00	\$2,938.00
Industrial	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Totals	35,217	39,964	78	3	12	6	420	14,212	\$43,560.99	\$27,022.71

Incentive Funding To Date	
All Incentive Funding Made Available to Date	\$42,000.00
Total Incentives Approved for Payment to Date	\$43,560.99
Total Incentives Cancelled to Date	\$9,930.25
Amount Committed and Not Claimed	\$6,608.03
Amount Remaining (Account Balance)	\$14,977.29
Total Incentives Paid Out to Date	\$27,022.71
Estimated Water Savings in AF	32.6 Acre-Feet
Incentives Paid Out / AF Water Estimated to be Saved	\$828.29

2012-2013 Funding	
All Incentive Funding Made Available	\$12,000.00
Total Incentives Approved for Payment	\$2,177.50
Total Incentives Cancelled	\$297.00
Amount Committed and Not Claimed	\$822.00
Amount Remaining (Account Balance)	\$10,941.50
Total Incentives Paid Out to Date	\$1,058.50
Estimated Water Savings in AF	0.3 Acre-Feet
Incentives Paid Out / AF Water Estimated to be Saved	\$3,528.33

Marina Coast Water District
Water Conservation Commission
Agenda Transmittal

Agenda Item: 8

Meeting Date: January 3, 2013

Submitted By: Brian True

Presented By: Brian True

Agenda Title: Review Proposed and Suggested Agenda Items for February 7, 2013 and Future Dates

Detailed Description: The Commission is to review proposed agenda items for the February 7, 2013 meeting and may suggest new agenda items for future Water Conservation Commission meetings.

Staff-suggested agenda items for the February 7, 2013 Water Conservation Commission Meeting include the following:

- Consider the Table for Re-Setting the Commissioner Positions and Adding a Schedule of Commissioner Appointment Table to the WCC Procedures or some other Board-directed action related to Commission “vacancies.”
- Consider the First Draft of the FY 2013/2014 Conservation Budget

Potential agenda items for the February 7, 2013 Commission meeting or future meetings include the following:

- Water Supply Augmentation Projects – MCWD desal plant tour; recycled water use; grey water use
- Review BMPs
- New Water Saving Devices and Technologies – Consider rebates for rainwater catchment and use
- Developing Improved Commodity Rates for Water Connections
- Developing Water-budgets for Large Landscapes
- Address Temporary Landscapes and their source of water (hydrant metering, temp connections)
- Improve/expand the Landscape Incentive Program
- Compliance Inspections of New Developments
- Review State programs/mandates with which MCWD maintains compliance
- Review State mandated science curriculum for elementary school levels K – 3rd grade
- Review Commission member proposal to change the contracting procedures followed to initiate an annual MOU with the Monterey Peninsula Unified School District for Water Science Instruction
- Update Landscape Standards and Forms
- Our Water – Sources; Conveyance and distribution; Storage
- Consider WCC involvement in the United Nations World Water Day
- Work-place Violence training